June 7, 2013

Dear Parent(s) or Guardian(s),

We are pleased to announce that PROGRAM at SITE will be participating in an initiative of the United Way of Central Iowa to enhance student literacy enrichment after school. We are very excited to offer your child the opportunity to be part of this exciting project through our program. Through this initiative, PROGRAM will have access to the help of a literacy expert and resources to promote reading and writing throughout our daily programming. There is no need for you to do anything – we hope that your child will leave our program excited to read and write every day!

We would like you to consider ways you can support the reading and writing your child will be experiencing more and more each day. Through this work with a literacy expert, one of our goals is to identify ways you can help your student learn, even in some unexpected and easy ways. We’ll be reaching out with resources over the next year to share with you and your family as we benefit from this Initiative together.

Please contact me at (PHONE NUMBER) if you have any questions or concerns. If you would like more information about the Initiative, feel free to contact Michelle Rich at 515-237-0328 or [mrich@sppg.com](mailto:mrich@sppg.com). Thank you for your participation!

Sincerely,

NAME

Enclosed: “20 Ways to Encourage Reading”